

***This document is a draft of a future solicitation and is subject to change without notice.***

***This is not an advertisement.***

**Miami-Dade County, Florida**

## **SCOPE OF WORK**

The purpose of the contract is to provide Armored Car Services for various Miami-Dade County Departments on an "as-needed" basis. Services require pick-up of County funds at the locations and frequencies per week as indicated in Section 3, paragraph 3.7. Delivery to the Wachovia Bank Miami Operations Center, located at 1801 N.W. 79 Avenue, Miami, FL 33126, is required for cash and checks received and picked-up at each location, with the exception of a few locations where the delivery address is specified in the solicitation below. Delivery addresses are subject to change during the life of this contract.

### **SCOPE OF WORK FOR CIRCUIT & COUNTY COURT (Group 1)**

Funds picked up from the County Recorder, located at 22 N.W. 1<sup>st</sup> Street, Room 104, VAB & Code Enforcement 111 NW 1<sup>st</sup> Street, Room 17-302, Mortgage Foreclosure 111 NW 1 St. 12th Floor, Suite 348, Clerk of The Board 111 NW 1<sup>st</sup> Street, Room 17-202 and Civil Courthouse 73 West Flagler Street, Room 137 must be delivered to City National Bank, located at 25 West Flagler Street, Miami, FL 33130, on the same day within four (4) hours after pick-up.

Funds picked up from location the Accounting Unit, located at 140 West Flagler Street, Room 1502, will require delivery to two (2) banks (each bag will indicate the name of the bank for delivery) as follows: City National Bank, located at 25 West Flagler Street, Miami, FL 33130, and One United Bank, located at 3275 N.W. 79<sup>th</sup> Street, Miami, FL 33147. Funds picked up from this location for delivery to either of these banks must be delivered no later than 24 hours after pick-up.

Funds from all other locations under this group must be delivered no later than 24 hours after pick-up to City National Bank, located at 25 West Flagler Street, Miami, FL 33130.

### **SCOPE OF WORK FOR WATER & SEWER DEPARTMENT (Group 5)**

Aside from the normal service described on Section 3.1, delivery of funds to Wachovia Bank Miami Operations Center, WASD requires once a week service as follows:

On Wednesdays, pick-up bags with change from Wachovia Bank for delivery to the Miami-Dade Water & Sewer Douglas Road Office located at 3071 S.W. 38<sup>th</sup> Avenue, Room 110. On Thursdays, pick-up bags from Douglas Road Office must be delivered to the following locations:

LeJeune Rd. Office  
Caleb Center

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South Dade Government Center

**SCOPE OF WORK FOR THE AVIATION DEPARTMENT (Group 9)**

Service(s) to Miami International Airport must include same day delivery to the Nations Bank Branch located on the fourth floor of Concourse B at MIA.

**DEFINITIONS**

1. Consignee – County designated contact person for each location.
2. Excess Liability – becomes applicable after the first \$50,000 (cash) shipment. When the first \$50,000 per shipment is exceeded, excess liability is applicable. No excess liability shall be applicable for any shipments that can be reconstructed (e.g. checks).
3. Face Value Liability – refers to actual cash or items that are treated as cash at face value. These items cannot be reconstructed in the event of loss.
4. Reconstruction Liability – refers to items when shipped that could be identified through records and can be reconstructed in the event of a loss. Thus, the face value of the item would be recoverable (e.g. checks).

**RESPONSIBILITY**

The responsibility of the Awarded Bidder shall commence once the funds are delivered in their possession and a receipt thereof is given. The responsibility of the Awarded Bidder shall terminate when said funds have been delivered to and receipted by the intended designated bank or other duly authorized agents or parties.

**LIABILITY**

The Awarded Bidder shall agree to assume entire liability for any loss of any shipment(s) in the amount(s) as specified it received on consignment from the department until such time as delivery is made to its proper destination and an appropriate receipt is obtained.

In the event that said services cannot be performed because of strikers, riots, war, insurrection, acts of God, or other causes beyond the control of the Awarded Bidder, the Awarded Bidder shall return said funds to the place from which it came or to the consignee designated by the County. County departments shall give written notice to the Awarded Bidder as soon as possible, but not later than thirty (30) days upon knowledge of loss.

County departments agree to have ready at specified time, location and frequencies, funds to be picked up by the Awarded Bidder. Funds (cash and checks) will be enclosed in a separate sealed bag(s), key locked, and labeled with the name of the consignee.

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**ITEMS FURNISHED BY THE AWARDED BIDDER**

Cloth bags, lead seals, sealing machines, identification tags and other supplies required to provide the services noted in this solicitation are to be furnished at no additional cost to the County.

**PERSONNEL**

All personnel making pick-ups from County departments must wear authorized uniforms and carry proper identification. Employee names and signatures must be on record with the respective County department(s) at all times.

For verification of the legitimacy of any personnel making armored car services, the Awarded Bidder must submit to the County the names and telephone number(s) of the person(s) that will assume responsibility for confirming such legitimacy.

**COUNTY HOLIDAYS**

Unless otherwise noted, service shall be rendered as previously noted, excluding the following County-observed holidays:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day